

PDCA Meeting Template

Use this agenda to keep PDCA reviews short, data-driven, action-oriented, and focused on learning.

Recommended use

Use this for weekly PDCA reviews, gate reviews, project huddles, or continuous improvement stand-ups. The meeting should end with clear decisions, owners, and due dates.

1. Meeting Details

Field	Details
Meeting title	
Date / time	
Facilitator	
Process / area	
PDCA phase	☐ Plan ☐ Do ☐ Check ☐ Act
Attendees	

2. Agenda

Time	Topic	Expected Output
5 min	Review previous actions	Closed / open actions confirmed.
10 min	Review data and observations	Current status understood from facts.
10 min	Discuss blockers and risks	Barriers assigned to owners.
10 min	Confirm next PDCA decision	Proceed, adjust, repeat, or standardize.
5 min	Agree action items	Clear owners and due dates documented.



3. Discussion Notes

Topic	Notes / Decisions
Problem status	
Data / evidence reviewed	
Root cause learning	
Pilot feedback	
Standardization needs	
Risks / escalations	

4. Action Items

#	Action	Owner	Due Date	Status
1				☐ Open ☐ Closed
2				☐ Open ☐ Closed
3				☐ Open ☐ Closed
4				☐ Open ☐ Closed
5				☐ Open ☐ Closed
6				☐ Open ☐ Closed

5. Meeting Closeout

Closeout Question	Response
What was decided today?	
What must happen before the next meeting?	
What data must be collected next?	
What is the next PDCA phase?	